

# Archive Collection Policy

## EDLC Archives

William Patrick Library  
2-4 West High Street  
Kirkintilloch  
G66 1AD

Bearsden Library  
69 Drymen Road  
Bearsden  
G61 3QT

Revision April 2019

## **Archive collections policy**

Collecting records enables us to support openness and transparency and helps ensure the local authority is accountable for its actions. Collecting records also supports research, meeting the needs of the general public and academic and research communities.

Under the Public Records (Scotland) Act 2011 East Dunbartonshire Council must make proper arrangements for records of enduring value to be transferred to an appropriate archive repository. Records selected for permanent preservation (i.e. archives) should be managed according to the standards and legislation outlined in the mandatory guidance document to the Act 'Supplementary Guidance on Proper Arrangements'. In addition these archives should be made available for public use at convenient times and in the presence of appropriately qualified staff.

In April 2011 East Dunbartonshire Council transferred the management of their archives to East Dunbartonshire Leisure & Culture, a charitable trust, charity number SC041942.

The Council's current and semi-current records remain under the management of the Council. EDLC's Archivist will work with EDC's Records Manager to ensure that records selected for permanent preservation are transferred to the care of EDLC Archives in accordance with the Public Records (Scotland) Act 2011.

EDLC Archives is responsible for identifying records of long term value, looking after these records in optimum conditions and maintaining their integrity, reliability and authenticity, making it as easy as possible for people to find this information and use it when required.

EDLC Archives will not seek to represent any particular historical, political, religious or other viewpoint in its acquisition of records, but to reflect as objectively as possible all aspects of East Dunbartonshire's past and present.

## **Acquisitions policy**

EDLC Archives aims to preserve and make accessible in accordance with current legislation, directives and national guidelines\*:

- the records of East Dunbartonshire Council and its predecessors which relate to their core functions and statutory duties

- records documenting the creation of East Dunbartonshire Leisure & Culture Trust and the delivery of its functions on behalf of East Dunbartonshire Council
- records received by gift, purchase, or fixed term loan of individuals, families, estates, societies, organisations, institutions, industry and business which are of legal, historical or cultural significance and which relate to East Dunbartonshire

## **Acquisition priorities**

Our acquisition priorities are to:

- transfer to the Archive non-current records still held within the Council and considered suitable for permanent preservation
- acquire records from private individuals and organizations that will increase the range and depth of the collections held by EDLC Archives
- acquire those records of East Dunbartonshire Council predecessor authorities that are currently held in other archive services

## **Acquisition terms**

Before acquiring records, EDLC Archives requires that:

- all records be non-current
- official records be covered by a disposal schedule
- the depositor is authorized to transfer title to material and signs a deposit or gift agreement
- the material is unique
- its authenticity and integrity are documented
- its historical/archival value can be demonstrated
- it is in a reasonable physical condition
- EDLC Archives has the facilities to be able to care for the records properly

- the records be free of legal encumbrances or excessive access restrictions which will diminish its research potential
- the records either become the property of East Dunbartonshire Council by gift or purchase or its responsibility as a fixed term loan, to be administered by the Archivist in line with the Terms & Conditions of Deposit

## **Acquisition restrictions**

EDLC Archives does not collect records that relate to areas outside East Dunbartonshire. Unless there is a local connection, such records will be transferred to the appropriate repository.

EDLC Archives:

- will accept records in all media, although film and video may be more appropriately stored at the Moving Image Archive.
- will not normally accept three-dimensional artefacts, and will usually advise that they be referred to the Auld Kirk Museum.
- will not normally accept published material, ephemera, or photocopies, and will usually advise that they be referred to EDLC Local Studies.
- will not normally accept records of hospitals and other health bodies; these records are held at the NHS Greater Glasgow & Clyde Archive.
- will not normally accept records of Church of Scotland churches within the Glasgow Presbytery; these records are held by Glasgow City Archives.
- will not normally accept records of Catholic Churches, which are held by Glasgow Roman Catholic Archdiocesan Archives and the Scottish Catholic Archives.

Records may not be collected if staffing, storage, conservation or preservation resources are considered to be inadequate for the collection needs. In such cases, a more appropriate place of deposit will be identified.

When advising potential depositors, EDLC Archives will draw attention to the existence of other repositories with similar or overlapping interest, to ensure that material is offered to

the most appropriate institution.

## **Disposal of Archives**

There is a strong presumption against the disposal, by any means, of records accepted into EDLC Archives unless it is considered that they belong more properly with records in another repository, in which case they may be transferred there with the consent of the owner. EDLC Archives may therefore transfer to the custody of another archival repository any archival records which, for reasons of archival integrity, would be more appropriately placed elsewhere.

EDLC Archives will return collections held under a deposit agreement to the owner or their legal representative on request, subject to a reasonable period of notice and the reimbursement of any expenditure on the collections by EDLC Archives.

The Archivist shall have authority to weed records during processing and to return or destroy items identified as not appropriate for permanent preservation. This will be made clear to the owner at the time of deposit or donation and they will be consulted before any records are destroyed.

## **Policy review schedule**

This collection policy will be published and reviewed at least once every five years. The next review is due policy is due in April 2024.

The Keeper of the Records of Scotland will be notified of any changes to the collection policy, and the implications of any such changes for the future of existing collections.

\* Data Protection Act 2018 and the General Data Protection Regulation (GDPR); Freedom of Information (Scotland) Act 2002; Copyright, Designs & Patents Act 1988 and subsequent EU directives; Environmental Information (Scotland) Regulations 2004; BS 4971:2017 Conservation and care of archive and library collections; BS EN 16893:2018 Conservation of Cultural Heritage - Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections.

## **Appendix 1**

### **Glossary of terms**

The following terms are used in this policy:

#### *Archives*

Archives are those records which have been selected for permanent preservation because of their continuing value. They provide evidence and information about past decisions, events and activities.

#### *Records*

Recorded information in any form or medium, created or received and maintained, by an organisation or person in the transaction of business or the conduct of affairs.

#### *Non-current records*

Those records which are no longer required for business purposes.

#### *Archivist*

The Archivist is responsible for the care of all archival records held by the Council, including storage, cataloguing, preservation and conservation, and controlling access.

#### *Records Manager*

The Records Manager is responsible for the effective and appropriate management of the Council's current and semi-current records from their creation through to their eventual disposal.

#### *Depositor*

A person or organisation that transfers custody of historical records to the Archives.

### *Archival value*

The value of records for future use as evidence of past activities and for historical research.

### *De-accessioning / disposal*

The process of withdrawing records from the Archives either by transferring them to another institution, returning them to the depositor, selling, or destroying them.

### *Loan*

Custody and responsibility for the records is transferred for a fixed period to the Archives, whilst the depositor retains legal ownership.

## **Appendix 2**

### **Records collected**

#### **Official Records**

The Archives cares for the official records of East Dunbartonshire Council and its predecessors, including:

*Bearsden and Milngavie District Council*

*Strathkelvin District Council*

*Strathclyde Regional Council (records relating to the area now in East Dunbartonshire)*

*Burghs (to 1975)*

Burgh of Bearsden

Burgh of Bishopbriggs

Police Burgh of Kirkintilloch

Barony Burgh of Kirkintilloch

Burgh of Milngavie

*Parochial Boards / Parish Councils (to 1930)*

Baldernock Parish Council

Cadder Parish Council

Campsie Parish Council

Kirkintilloch Parish Council

New Kilpatrick Parish Council

*District Councils (1930-1975)*

Kirkintilloch District Council



New Kilpatrick District Council

Lanarkshire, Ninth District Council

Stirlingshire, Western No 3 District Council

*School Boards (1873-1919)*

Baldernock Parish School Board

Cadder School Board

Campsie School Board

Kirkintilloch Burgh School Board

Kirkintilloch Landward School Board

New Kilpatrick School Board

*County Councils*

Records for those parts of East Dunbartonshire that formed part of Dunbartonshire, Lanarkshire or Stirlingshire before local government reorganisation in 1975.